

	GOVERNMENT OF ANTIGUA AND BARBUDA DEPARTMENT OF MARINE SERVICES AND MERCHANT SHIPPING (ADOMS) Circular 02-001-04 Maritime Security and Maritime Safety	Document	Circ. 02-001-04
		Revision	02
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		Reference	SOLAS XI-1 Reg. 5

Circular letter to

- 1. all Companies having registered their ships under the flag of Antigua and Barbuda W.I.**
- 2. all ships registered under the flag of Antigua and Barbuda W.I.**

Continuous Synopsis Record (CSR)

(cont. from Circular 02-004-03)

1. General

- .1 This Circular provides further functions and requirements of Antigua and Barbuda regarding the CSR for companies, masters and ships how to maintain the required CSR. Every ship under the flag of Antigua and Barbuda, to which this new requirement applies shall be issued with a CSR providing, at least, the history of the ship as from 1 July 2004.
- .2 A CSR-certificate will be sent to ships prior to 1 July 2004.
- .3 It is strongly recommended, that ships not subject to comply with this requirement (see SOLAS I Reg. 3) may do so voluntarily. In these cases owners must make written request for the issuance of a CSR-certificate, which, once issued, must be maintained iaw SOLAS XI-1 Reg. 5.

2. Interpretation

In this Circular, except where the context requires otherwise

- “Administration” means the maritime Administration of the State whose flag the ship flies and in relation to Antigua and Barbuda includes ADOMS and the Director.
- “ADOMS” means the Antigua and Barbuda Department of Marine Services and Merchant Shipping.
- “Company” means the owner of the ship or any other organization or person such as the manager or the bareboat charterer who has assumed the responsibility for operation of the ship from the ship-owner and who, on assuming such responsibility, has agreed to take over all the duties and responsibilities imposed on the company by these regulations.
- “CSR-certificate” means a document in an international agreed specified format, issued by this Administration.
- “CSR-amendment to the CSR” means a document in an international agreed specified format to be filled out by the Company or the ship’s master to amend and update the current CSR for a particular ship.
- “CSR-index of amendments to the CSR”

means a document in an international agreed format to be filled out by the Company or the ship's master to keep a record of amendments to the CSR.

“Recognized Security Organization”

means an organization with appropriate expertise in security matters and with appropriate knowledge of ship and port operations authorized to carry out an assessment, or a verification, or an approval or a certification activity, required by SOLAS XI-2 or by part A of the ISPS Code. (see Circular 02 004-03)

3. Issuance of CSR-certificate

- .1 The maritime Administration of Antigua and Barbuda issue CSR-certificates in a format internationally agreed. All CSR-certificates to a ship will be sequentially numbered, starting with number “one” prior 1 July 2004. This sequential numbering continues throughout the ship's life even across change of flag, change of ownership, change of name.
- .2 This Administration will provide all information according to the current valid CSR-format.
- .3 This Administration will send the CSR-certificate to the individual ship via the ship's company of which the address is laid down under para 8. of the CSR-amendment-format. All numbered CSR-certificates shall be filed on board the ship throughout its lifetime, one copy will be filed with the relevant Administration at the same time.

4. Issuance of “CSR-amendments” and “CSR-index of amendments”

- .1 In case of a necessary amendment to the CSR-certificate the **company or the master shall complete a CSR-amendment format (format attached) and shall send a copy to this Administration.** The original issue shall be attached to the ship's current CSR-certificate and included in the ship's CSR-file.

Provision of the Amendments to the Continuous Synopsis Record (CSR) is not required by this Administration in the following circumstances:

- a) Prior to the entry of vessels in the Antigua and Barbuda Administration under bareboat charter registry.
 - b) Prior to the entry of vessels in this Maritime Administration under permanent registry.
 - c) In the event of an administrative deletion of a vessel from this flag Administration due to change of registered owner/s.
 - d) In the event of a re-entry of a vessel to this Maritime Administration after a deletion as indicated in above letter c).
 - e) In the event of the deletion of a vessel from this Administration due to change of flag Administration.
- .2 Whenever a CSR-amendment is attached in date order to the ship's current valid CSR-certificate, details of the amendment shall be entered in the CSR-index of amendments (format attached) and also attached to the current valid CSR-certificate. **A copy of the revised CSR-index of amendments shall be sent to the Administration.** This is a prerequisite and will put this Administration into the position to issue an amended- or replacement-CSR-certificate.

5. CSR-file

All ships under the flag of Antigua and Barbuda, registered on the International Ships Register, shall file and maintain in a binder:

- .1 All “CSR-certificates” issued by Administrations are numbered sequentially over the whole life period of the ship.
- .2 All “CSR-amendments” attached to each individual CSR-certificate relating to changes made to the CSR-certificate.
- .3 All “CSR-indices of amendments” listing all amendments (specified by CSR-amendment formats) relating to each CSR-certificate and attached to the CSR-certificate.
- .4 This Administration will keep such documents with the ship’s hard copy file ready for transfer to a new Administration in case of change flag or necessary replacement in case of being damaged or lost.

6. Procedure in case of loss or damage of CSR-documents

Companies or masters shall make contact with ADOMS and provide a list of the documents lost or damaged of the ship’s CSR-file/-binder. ADOMS in turn will provide the requested documents through the ship’s company to the ship in question and will mark such documents as certified copies.

7. Procedure on receipt of CSR-documents on board

- .1 The master shall **check the sequential number of a revised and updated CSR-certificate** or other certified copies of replacement documents. He shall review the received document to ensure that it covers all relevant CSR-amendments formats attached to the previous CSR-certificate.
- .2 In case of **inconsistencies** that outstanding amendments are not reflected in the received CSR-certificate, the following steps shall be taken by the master:
 - a) notify the “Designated Person” ashore, the company and ADOMS.
 - b) prepare and complete a new CSR-amendment format (iaw attachment 1 of this circular) for outstanding amendment(s) and attach it to the received CSR-certificate on board.
 - c) list all amendments, mentioned above, in an CSR-index of amendments (iaw attachment 2 of this circular) and attach it to the received CSR-certificate on board.
 - d) forward copies of the CSR-amendment format and the revised CSR-index of amendments to ADOMS, requesting the issuance of a revised CSR-certificate.

8. Other Inconsistencies

- .1 ADOMS is required to issue a new CSR-certificate within three months of the date of change. It is therefore possible that **the information reflected in a current valid CSR-**
- .2 **certificate could lag behind that information shown in the ship’s other certificates**, but it is supposed that, provided the procedure, established above, is followed, that such a new CSR-certificate could be issued in a much shorter period of time.

9. Other flag State requirements

- .1 When changing flag, the **transferring owner of a ship**, currently under the flag of Antigua and Barbuda, **is required to provide all relevant contact details of the receiving flag State** and a request to ADOMS, that a certified copy of the ship's CSR-file shall be sent to the receiving Administration. This has to be executed before ADOMS will issue a "Certificate of Deletion".
- .2 Registration procedures, effective from the 1 July 2004, which **include a change of flag**, shall require a certified copy of the ship's CSR-certificate, issued by the releasing Administration.
- .3 In case of a **change of ownership**, the new owner is not required to submit a CSR-amendment form. As part of the new registration documents, ADOMS shall accordingly issue a new CSR-certificate.
- .4 In case of transactions with a **change of ship's name, class society and/or owner name**, the owner shall submit a CSR-amendment format and a new CSR- index of amendments, so that ADOMS can issue a new CSR-certificate.
- .5 In the event of a **change of the Registered Company**, the owner or authorized person of the managing company or master of the vessel shall submit the following documents:
 - Document of Compliance (DOC)
 - Letter of Company according to ISM code 1.1.2
 - Notification of Owners according to ISM code 3.1
 - CSR-amendment format and a new CSR-index of amendments
 - Safety Management certificate (SMC)
 - International Ship Security certificate (ISSC)
 - Marsec Form 01
- .6 In the event of a **change of the Recognized Organization, (RO)** issuing the **Document of Compliance (DOC)** of the company, **or the Safety Management Certificate (SMC)** of the ship, **or the Recognized Security Organization (RSO)** issuing the **International Ship Security Certificate (ISSC)** of the ship, the owner shall submit a CSR-amendment format and a new CSR-index of amendments, so that ADOMS can issue a new CSR-certificate in a timely way.
- .7 CSR-amendment formats and associated CSR-indices of amendments may be submitted by e-mail to ADOMS for timely processing. Copies may be maintained electronically. Original CSR-certificates and a complete file/binder shall be maintained on board the individual ship with the master for possible review by Port State Control.

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Antigua and Barbuda W.I.**

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GOVERNMENT OF ANTIGUA AND BARBUDA
Department of Marine Services and Merchant Shipping

AMENDMENTS TO THE CONTINUOUS SYNOPSIS RECORD (CSR)

DOCUMENT NUMBER FOR THE SHIP WITH IMO NUMBER:

The amendments are shown in the table. Indicate N/C for all items not being changed. Dates should be in the format yyyy/mm/dd.

Information

1	This document applies from (date):	
2	Flag State	
3	Date of registration with the State indicated in 2:	
4	Name of ship:	
5	Port of registration:	
6	Name of current registered owner(s): Registered address(es):	
7	IMO Registered Owner identification number	
8	If applicable, name of current registered bareboat charter(s): Registered address(es):	
9	Name of Company (International Safety Management): Registered address(es): Address(es) of its safety management activities:	
10	IMO Company identification number	
11	Name of all classification societies with which the ship is classed:	

12	Administration /Government/Recognized Organization which issued Document of Compliance: Body which carried out audit (if different):	
13	Administration/Government/Recognized Organization which issued Safety Management Certificate: Body which carried out audit (if different):	
14	Administration/Government/Recognized Security Organization which issued International Ship Security Certificate: Body which carried out verification (if different):	
15	Date on which the ship ceased to be registered with the State indicated in 2:	
16	Remarks	

This is to certify that this record is correct in all respects

Issued by the Company or master:

Date of issue:

Signature of authorized person:

Name of authorized person:

